

OS Help

XP Basics Tutorial

<http://www.teacherclick.com/winxp/index.htm>

Windows 7 Tutorials

<http://freewindowstvstatutorials.com/Windows-7-Tutorials.php>

Windows shortcuts

<http://www.computerhope.com/shortcut/windows.htm>

Basic Shortcut Keys

<http://www.computerhope.com/shortcut.htm#1>

Firefox Tutorial

<http://www.newbie.org/firefox/>

Mozilla Firefox Shortcut keys

<http://www.computerhope.com/shortcut/firefox.htm>

IE Shortcut Keys

<http://www.computerhope.com/shortcut/ie.htm>

Creating a Windows Shortcut Key

<http://www.computerhope.com/issues/ch001130.htm>

Software I Use

Mozilla Firefox

Difference between Extensions and Plug-ins -

Extensions are Firefox add-ons that provide additional functionality to Firefox

Plug-ins manage internet content that Firefox was not designed to process (e.g. Flash)

MS Word

Watermark – Page Layout / Watermark / Select or add custom

MS Excel

Countif - (range, "value")

MS Power Point

Can create video of presentation under File / Save and Send / Create Video
Can use laser pointer on video by pressing CTRL / left mouse button

Photoshop

Photoshop has a bunch of optional plug-ins free to download on Adobe site